

NON-PAID ABSENCES

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(No.169 July 2014)

Dock

If an employee does not have sufficient leave credits to cover an absence, it is considered an absence without pay (dock).

If an employee is absent without pay for 15 scheduled working days or less, the employee is paid for any holiday occurring during the absence. If an employee is absent without pay at the end of the pay period, and the return date is unknown, the employee is not paid for any holidays occurring during the absence. If an employee is absent without pay on the day immediately preceding a holiday, he or she will not be paid for the holiday.

Attendance Coordinators, and/or the employee's Supervisor when no Attendance Coordinator is assigned, must report "leave without pay (dock)" information to the assigned Personnel Specialist, by email, when the absences occur before the SCO established cut-off date. Personnel Specialists will make every effort to transmit dock information to SCO to correct the base pay salary warrant. If an employee is on dock on the SCO cut-off date without available leave credits, the employee will be docked for each day remaining in the pay period to avoid a possible over payment. Once an approved timesheet is received, the Personnel Specialist will issue pay for any additional time worked. When absences with dock occur after the SCO cut-off date, Attendance Coordinators and/or the employee's supervisor shall notify the assigned Personnel Specialist, and the payroll warrant will be returned and an advance on the employee's salary will be prepared, where allowable in the MOU.

When the Personnel Specialist discovers a discrepancy between what was reported to SCO and what was reported by the Attendance Coordinator and/or the employee's supervisor, the Personnel Specialist will initiate contact to resolve the discrepancy as soon as possible, and an accounts receivable will be immediately established if necessary.

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